Outside

Access and Fire Lane
- Address numbers are visible from street 505.1
- Knox box is required where access to or within a structure and/or area is restricted 506.1
- Keys in the Knox box are maintain current/updated 506.2
- Fire lane markings are maintained in a clear and legible condition at all times 503.3
- An additional fire access road is provided, when required 503.1.2
- A minimum width of 20 feet in width is provided for the fire lane 503.2.1
- Fire lane road surface is maintained to support imposed loads of fire apparatus with all-weather capabilities 503.2.3
- Fire department approval is required when security gates across fire access roads 503.6

Fire Hydrants
- Caps are on, outlets are toward street, shut off valve location noted, no corrosion or leaks 507.5.2
- Private hydrants fire service mains and water tanks: annual visual inspection, is maintained and five year test and with records kept on site 507.5.3
- Unobstructed access is maintained at all times 507.5.4
- A 3 ft circumference of clearance of clear space is maintained at all times 507.5.5
- Physical protection is provided when subject to damage 507.5.6
- Blue dot hydrant markers are provided SDMC §55.0507(a)

Fire Sprinkler Systems
- Back-flow preventer: Inspect for access, lock, chain, sign w/building address, cover for tamper and flow switches and wiring intact, FDC with caps and freely swivel, no corrosion, no leaks 901.6
- PIV: Clearly visible and accessible, site glass readable and in place, break-away lock, shutoff wrench, sign w/building address listing area covered, tamper switch cover in place and wiring intact 901.6
- Butterfly, OS&Y: Valves open, not damaged, no parts missing 901.6
- Tamper switch: Conduit broken, exposed wires, cover missing 901.6
- FDC: Clearly visible and accessible, caps on, connections swivel freely, gasket inside, signage indicating the FDC and areas served 901.6
- Signs are in place for all FDCs and multiple risers showing areas covered 509.1
- Standpipes: signage indicating what each valve controls, caps in place, no damage, no corrosion, no obstructions 901.6
- Sprinkler heads are not painted, corroded or damaged, inadequate coverage 901.6
- Sprinkler piping, braces: Damage, leaking, corrosion, any non-sprinkler attachments present 901.6
- Access to fire protection equipment is provided 509.2
- Sprinkler bell, if present: Inspect for sign, damage, corrosion, obstructions 901.6

Storage (outside)
- Combustible waste material is removed from the structure and premises 304.1
- Dumpsters over 1.5 cu yards (40 cu ft) are a minimum of 5 feet from combustible walls, openings, roof eaves 304.3.3
- There is 10 feet of clearance between combustible material and the property line 315.4

Inside

General
- Obtain change of use/occupancy required 102.3
- Fueled equipment shall not be stored, operated or repaired within buildings 313.1
Compressed Gas

- Properly secure compressed gas cylinders 5303.5.3
- Caps are on compressed cylinders when not in use 5303.6.2
- Provide physical protection when compressed gas cylinders are exposed to physical damage 5303.5.2

Automatic Extinguishing Systems/Clean Agent Systems

- Alarm panel: Green light – system ok
- Alarm panel: Yellow Light – Trouble 901.6
- Visible and legible warning signs are posted on the outside door and inside the room 904.3.4
- Service and tag every 6 months 904.1
- Smoke detectors: Inspect for damage and obstructions 904.1
- Agent tanks: Inspect for access, damage, corrosion 904.1
- Check hoses and actuator for damage, disconnected from tanks 904.1
- Discharge nozzles: Inspect for damage or obstructions 904.1
- Carbon Dioxide systems: Service and tag every 6 months 904.8
- Halon systems: Service and tag every 6 months 904.9
- Documentation of inspection, testing and maintenance and other service records are kept on-site 901.6.2

Electrical

- Abatement of electrical hazards (general electrical hazard) 605.1
- Cover plates are present for electrical boxes, conduit bodies, on/off switches 605.6
- Electrical splices are done inside electrical boxes or conduit bodies 605.6
- Extension cords are not used in lieu of permanent wiring 605.5
- Extension cords are not affixed to structures; extended through walls, ceilings or floors 605.5
- Extension cords are only used with portable appliances 605.5
- Extension cords are not subject to environmental damage or physical impact 605.5
- Clear space is provided in front of electrical service equipment a minimum of 36 inches deep, 78 inches in height and a minimum of 30 inches wide or the length of the equipment, whichever is greater 605.3
- Signs are provided for electrical control panel rooms 605.3.1
- Service disconnects and individual circuit breakers are permanently marked/identified 605.3.1

Elevators

- Phase I and Phase II operation is intact 607.1
- Provide signs stating “IN FIRE EMERGENCY, DO NOT USE ELEVATOR USE EXIT STAIRS” 607.2
- Elevator keys/firefighter service keys are kept in an approved location 607.4
- Provide sign for elevator mechanical room 509.1.1

Phase I and Phase II Elevator Operation

Phase 1 Test
1. Place the key in the switch, typically located on the wall outside the elevator on the recall floor. Turn to ON.
2. All elevators must return Non Stop to recall floor.
3. Doors should open and remain open.
Phase 2 Test
1. Verify the door stays open.
2. Inside the elevator, insert the elevator key and turn the switch to **ON**.
3. Close the doors by continually holding the Door Close button until the doors close completely.
4. Select a floor.
5. Verify the elevator goes to floor selected. The doors should stay closed.
6. Hold the Door Open button continuously.
7. When the door starts to open release the Door Open button so the doors will close to test the Peak-A-Boo feature.
8. Hold the Door Open button until the doors are fully opened.
9. Turn the key to the **HOLD** position.
10. Verify the elevator stays at the landing and the doors stay open.
11. Depress the Door Close button to verify it does not function and the doors don’t close.

**Exit Doors**
- Operable at all times without a key, special knowledge or effort **1010.1.9**
- Minimum dimensions 32” wide, 80” high **1010.1.1**
- Open in direction of emergency travel when occupant load exceeds 49 **1010.1.2.1**
- Not concealed with decorations, furnishings, mirrors or drapes **1010.1**
- Remove manually operated flush bolts, surface bolts from exit doors **1010.1.9.4**
- Unlatching of any door or leaf shall not require more than one action **1010.1.9.5**
- Revolving doors require hinged door within 10 feet **1010.1.4.1**
- A landing is provided and maintained outside exit doors that is the same width as the door **1010.1.6**
- Main entry door may have a key-operated lock from the egress side provided the lock readily distinguishable as locked, a readily visible durable sign is posted above the door on egress side stating: “THIS DOOR TO REMAIN UNLOCKED WHEN THIS SPACE IS OCCUPIED” **F1010.1.9.3**

**Exit Signs**
- Internally or externally illuminated **1013.3**
- Readily visible from any direction of egress **1013.1**
- Additional exit signs are provided when the exit path is not easily identified **1013.1**
- Illuminated when two or more exits are required **1013.1**
- Back-up power is provided **1013.6.3**

**Fire Alarm System**
- Panel: **Green light** – system ok
- Panel: **Any other color light** – **TROUBLE** or **SUPERVISORY** signal **901.6**
- Fire alarm components/system are maintained in an operable condition at all times **901.6**
- Panel: The date of installation is notated on the back-up batteries and replaced every five years **901.6**
- The location of the circuit breaker is noted inside the fire alarm panel **901.6**
- A lock-out is provided on the electrical panel for fire alarm circuit breaker and fire alarm bell **901.6**
- Maintenance, inspection and test documentation is provided **901.6.2**
- A sign is provided on the door if the fire alarm panel is enclosed **509.1**
- Operating, testing and maintenance instructions are provided **901.6.2.1**
- Fire watch is required or evacuate building when system is not working **901.7**
- Construction permit is needed for installation and/or modification of system **105.7.6**

**Fire Extinguishers**
- Minimum 2A:10BC extinguisher is present **906.1**
- Mounted so that the top is no more than 5 feet above floor **906.9.1**
- Mounted with hangers and brackets supplied with the extinguisher **906.7**
- Travel distance to any extinguisher is no more than 75 feet **906.3.1**
- California State Fire Marshal tag is attached showing annual certification (monthly visual inspection by owner) **906.2**
Fire Pump
- Panel: Green light – system ok
- Any other light: TROUBLE or SUPERVISORY signal 901.6
- Signage indicating fire pump room on the door 901.6
- Inspect for leaks and corrosion, damage 901.6
- Signage for control valves stating what they control 901.6
- Construction Permit needed for installation and/or modification of system 105.7.7

Fire Resistive Assemblies and Construction
- Maintain fire resistive construction (fire rated walls, ceilings, fire rated columns) 703.1
- Hanging/display of salable goods and other decorative materials from fire resistive ceiling system prohibited 703.3
- Fire assemblies are maintained operable and free of obstructions (doors, fire dampers, etc.) 703.2
- Replace fused and/or damaged fusible links 703.2
- Modification of fire door assemblies is prohibited 703.2
- Maintain hold open devices and automatic door closers 703.2.2
- Fire doors are kept closed when hold open devices are not in service 703.2.2
- Fire doors self-close and latch automatically in place 703.2.3
- Repair damaged fire rated doors, trash chute doors, fire dampers 703.2
- Sign in place for roll down or sliding fire doors:
  - Fire doors designed to be kept normally open – “FIRE DOOR – DO NOT BLOCK” 703.2.1
  - Fire doors designed to be kept normally closed – “FIRE DOOR – KEEP CLOSED” 703.2.1
- Maintenance, inspection and annual testing required for all fire rated doors and assemblies 703.4

Fire Sprinkler Systems
- Signage is present on the door of enclosed fire sprinkler risers 509.1
- The 5 year cert tag is affixed to the sprinkler riser 901.6.1
- Sprinkler heads: Painted, corroded, damaged, obstructed, improperly installed, incorrect sprinkler installed, adequate coverage 901.6
- Spare sprinkler box: Wrench is present, sprinkler heads are representing those that are currently installed are present 901.6
- Standpipes: 5 year cert tag is affixed, caps present, no damage, no corrosion 901.6
- The system is tested and maintained at all times in operative condition 901.6.1
- Riser: Accessible, calc card present, gauges broken/unreadable, bracing detached/corroded, flow and tamper switch covers in place and wiring intact, J box covers missing 901.6
- Sprinkler piping, braces: damage, leaking, corrosion, any non-sprinkler attachments 901.6
- Provide access to fire protection equipment 509.2
- Sprinkler piping is free from attachments 901.6
- Coverage is required in every room 901.4
- Fire watch is required or evacuate the building when system is not in working order 901.7
- Documentation of five year certification and regular maintenance reports shall be kept on-site 901.6.2

LPG
- Containers stored outside only 6109.12
  - A minimum of 10 feet from building doorway/opening with 1 exit
  - A minimum of 5 feet from building doorway/opening with 2 or more exits
- Stored in suitable enclosure with vehicular protection 6109.13
- Positioned with the pressure relief valve in direct communication with container vapor space 6109.3
- “NO SMOKING” signs are posted 6107.2
- NFPA 704 Placard are provided for any amounts of LPG 5003.5
- Remove propane tanks from areas where heavier than air gases can collect 6103.2.1.1
Hazardous Materials
- Remove from source of ignition 5001.3.3.5
- Separate incompatible materials 5003.9.8
- Material Safety Sheets required on site 407.2
- Training required for persons responsible for operations where hazardous materials are stored, used or handled 407.4

Means of Egress
- Protruding objects do not reduce the clear width of accessible routes 1003.3.4
- Remove obstructions from path of egress 1003.6
- Emergency exit lighting is provided 1008.2
- Means of egress is illuminated when the building is occupied 1008.2
- Maximum 200’ travel distance to an exit in unsprinklered buildings 1017.2
- Maximum 250’ travel distance to an exit in sprinklered buildings for F, M and S; 300’ for B 1017.2
- No combustible material storage in exits or in exit enclosures (stairwells) 315.3.2
- Dead end hallway/corridor travel distance not to exceed 20’ where more than one exit is required 1020.4

Mechanical/HVAC Rooms
- Signage is provided for mechanical HVAC, fan and elevator rooms 509.1.1
- Fire extinguisher required 906.3
- Patch holes in walls and ceilings 703.1.3
- No combustible material storage 315.3.3

Portable Space Heaters
- Must be listed and labeled 605.10.1
- Plugged directly to an approved receptacle 605.10.2
- Must not be plugged to extension cords 605.10.3
- Not allowed within 3 feet of flammable/combustible materials 605.10.4
- Operated in locations for which they are listed 605.10.4

Stairway Floor ID Signs
- Buildings 4 stories or more: Sign at each landing, 5’ above floor, readily visible, 1¼” stroke letters 1023.9

Storage (inside)
- Reduce storage to 2 feet from the ceiling in unsprinklered buildings 315.3.1
- Reduce storage to 18 inches below the bottom of sprinkler heads in sprinklered buildings 315.3.1
- Storage of combustible materials inside is orderly with stable stacks and separated from ignition sources 315.3
- No storage under stairs, exits or exit enclosures 315.3.2
- Combustible material is not be stored in boiler rooms, mechanical rooms, electrical equipment rooms or in fire command centers 315.3.3